

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**THIRD YEAR B.COM - SEM - V****Business Administration****Major (Core Compulsory)****(Syllabus effective from Academic year 2025-26)**

Subject Title	Business Administration	
Course Outcome	1) This course will develop an insight into ancient Indian tradition of Vedic management. Students will be applying the concept of Vedic management in real life and analyse the role of management with the help of Vedas. 2) The students will able to explore an important area of management i.e. financial management, its Planning aspects, Capitalization, Capital structure and working capital. Students will understand how corporate make important investment and financing decision how they establish working capital and financial planning. 3) This course will encourage students to create a philanthropic ideology that is benevolence to the society and help students to study the CSR activities and projects of Indian Companies. The students will understand the different magnitudes of the concept of CSR and they become a responsible citizen and accomplish the same wherever and whatever facet of life is chosen. 4) Office Management will help them in future job regarding regular and computerized filing as well as record management.	
UNIT NO	CONTENT	WEITAGE
Unit - 1	Vedantik Management Meaning of Vedant, Use of Vedic Heritage in Management, Use of Vedic Management Methods in India and Abroad, Importance of Vedic Management methods, Management & Gita, Kautilya's Management lessons.	25 %
Unit - 2	Financial Management	40 %
	(1) Overview of Financial Management: Meaning, Definition, Evolution of Financial	

	Management. - Traditional Phase (Before 1950) - Transitional phase (1950 to 1990) - Modern Phase (1990-Present) Scope of Financial Management, objectives of Financial Management, Financial Functions [Executive and Incidental (Clerical)], Inter Face of Financial Management with other disciplines, Financial Manager's Role.	
	(2) Financial Planning: Meaning, Definition, importance of Financial Planning, Affecting Factors, Types (only Concept of Short and long term Financial planning) Process Guiding principles.	
	(3) Capitalisation & Capital Structure- <u>Capitalisation</u> - Concept, principles of Capitalisation. Meaning, causes, effects, Remedies of over capitalisation and Under Capitalisation. <u>Capital Structure-</u> Meaning Affecting factors, Characteristics, Determinants of capital Structure, Concept of trading on Equity and leverage.	
	(4) Working Capital – Meaning, Affecting factors, Types, sources, Components.	
Unit - 3	Corporate Social Responsibility	
	Meaning, Social Responsibilities towards various Parties, Arguments for and against Social Responsibilities, Statutory provisions for CSR as per Company's act 2013 (section 135- Net Worth, turnover, Net Profit), CSR activities under Schedule vii, CSR activities of Indian Companies : 1. Tata group, 2. Adani, 3. Reliance. Impactful CSR projects : 1. SBI Youth for India by SBI Foundation. 2. Project Nanhi Kali by Mahindra 3. Nand Ghar by Vedanta	15 %

Unit - 4	Modern Office management	10 %
	(1) Office and office Management. - Meaning Definition of Office, Meaning Definition, objectives and Importance of office management	
	(2) Management of Record and Filing – Meaning and Definition of Record and Filing, Computer Data Records Computerized E-Filing and its importance, Qualities of good filing System.	
Unit - 5	Case Study	10 %

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2. Working Capital Management- V. E. Ramamoorthy
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17. Brigham, E. F. D Houston, J. F (2019) Fundamentals of Financial
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